

Spec. Code: 1053
Occ. Area: 03
Work Area: 380
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 02/20/91

UNIVERSITY FOOD SERVICE DIRECTOR /

**Associate Director for Illini Union/Housing Food Services*

Function of Job

Under administrative direction, supervises administrative heads of all university food services, inclusive of residence halls, catering, bakery, and Student Union/Center food services.

Characteristic Duties and Responsibilities

1. administers budgets and operational policies for all university food services such as Student Center/Union, catering, bakery, test kitchens, and Residence Halls
2. is responsible for the operation and maintenance of all university food service units
3. maintains liaison with other departments of the institution
4. is responsible for the direction of employees assigned to all university food service units
5. oversees the management of arrangements for conferences, banquets, and conventions as they pertain to any facet of food service operations anywhere in the institution
6. approves purchases for all university food service operations
7. supervises the preparation and submission of monthly and annual reports and recommends all university food service budgets
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in a field related to institutional food service management (such as institutional food service management, restaurant management, foods-in-business, or dietetics)

or

- (B) three years of progressively responsible work experience in the management of a major campus food service operation or commercial operation of comparable size
- 2. four years of work experience comparable to that gained as Director of Residence Hall Food Services or Food Service Administrator IV (a Master's degree in one of the fields enumerated in 1(A) above may be substituted for one year of experience.)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. extensive working knowledge of a wide variety of institutional food service operations (such as dormitory food service, catering, bakery, fast foods, sit-down dining, etc.)
- 2. ability to direct a large, widely dispersed staff of food service manager, supervisors, and working level employees
- 3. actuarial abilities sufficient to allow constructive review of proposed operating budgets of subordinate food service units
- 4. ability to develop, implement, and enforce long-term, campus-wide procedures and policies regarding purchase, planning, comprehensive menu preparation, and the storage, delivery, preparation and serving of all food products on a university campus
- 5. ability to plan and up-date pricing structure of food items throughout a campus in order to assure economical, cost-effective systems of charging for food products for dormitory residents, faculty/staff functions, and the general public

University Food Service Director/*Associate Director for Illini Union/Housing Food Services..... Revised

**Denotes Alternate Title for Class*